HR811 - SAP SuccessFactors Employee Central Administration Training

Duration: **3 Day**

BILGINC IT Academy
info@bilginc.com
+44 20 3807 0925
+90 212 282 7700

Overview

Course based on software release:

- SAP SuccessFactors Employee Central

Notes:

- Resources:
  - Employee Central Job Aids

Prerequisites

Essential

- HR800 – SAP SuccessFactors Platform Administration

Recommended

- HRSF1 – SAP SuccessFactors Overview
- HR810 SAP SuccessFactors Employee Central Project Team Orientation

Who Should Attend

- Business Process Owner / Team Lead / Power User

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What You Will Learn

- Upon completion of this course, you will be able to:
  - Describe the functions and benefits of Employee Central Core
  - Navigate the EC-related tools in the Home page and Admin Center
  - Define Employee Central-related permissions
  - Identify the standard foundation objects and how to manage the foundation records
  - Identify the standard HR objects and how to customize the HR Object structure
  - Use People Profile for self-service and HR transactions
  - Add new employees using the New Hire wizard and Import tool
  - Update employee records using import and mass changes
  - Use Report No-Show, Manage Pending Hire, and Termination screens
  - Manage Workflows
  - Manage event and event reasons
  - Manage business rules

Outline

- Introducing the Course
- Introducing Employee Central Core Administration
- Managing Permissions
- Managing Foundation Data
- Managing HR Data structure
- Managing Employee Records
- Managing Transactions
- Managing Optional Configurations
- Explaining EC Reporting